

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 39

September 25, 2003

SUBJECT: PARTICIPATION OF CHAPLAINS AT DEPARTMENT EVENTS

PURPOSE: The Chief of Police has directed the establishment of Department policy and guidelines for conducting non-denominational, inclusive prayers applicable to all Department events. This policy was formulated to be non-denominational and mindful of constitutional ideals involving the First Amendment.

POLICY: It is our policy that prayer or invocation held at Department events be conducted in such a manner as to ensure that the prayer/invocation is non-sectarian, non-proselytizing, and does not advance a particular religious belief or faith over another, or disparage any others. Prayer/invocation shall be offered by a rotating pool of clergy within the Department's Chaplain Corps in an effort to reflect diverse religious backgrounds and beliefs.

PROCEDURE:

- I. GENERAL GUIDELINES.** A Department chaplain shall be used to give the prayer/invocation for all recruit graduation ceremonies, or any other Department event as requested, subject to availability.

Prior to representing the Department as a chaplain, each participant shall contact the Chief Police Psychologist, Behavioral Science Services, who serves as the Department Chaplain Corps Coordinator. Participants shall meet with the Chaplain Corps Coordinator or his/her designee and review and sign the *Chaplain Corps Guidelines for General Prayer* for Department functions and civic occasions. These guidelines shall include the following provisions:

- * General prayer/invocation is inclusive and non-sectarian;
- * General prayer/invocation uses wording and vocabulary that are not offensive to persons of different faiths; and,
- * General prayer/invocation shall remain faithful to the principle of acknowledging divine presence and seeking blessing, and not be an opportunity to preach, testify or argue.

Prior to each Department event, the selected chaplain will contact the Chaplain Corps Coordinator or his/her designee to receive relevant information and direction regarding an upcoming event.

II. DEPARTMENT CHAPLAIN CORPS COORDINATOR'S RESPONSIBILITY.

The Department's Chaplain Corps Coordinator shall:

- * Ensure that each participant meets with the Chaplain Corps Coordinator or his/her designee prior to the participant's assignment as a Department chaplain, and ensure each participant has read and signed the *Chaplain Corps Guidelines for General Prayer*;

Note: Only one meeting/signing is required per chaplain. In the interest of uniformity and efficiency, these meetings may be conducted as a group.

- * Liaison with the appropriate Department entity (e.g., Training Division for recruit graduations) to coordinate chaplain participation at selected Department events;
- * Maintain a list of representative faiths and seek to recruit members from those faiths not represented by corps members; and,
- * To the greatest extent possible, ensure chaplains are assigned on a rotating basis.

Note: Individual chaplains may request (or be requested for) a particular Department event, subject to approval by the Chaplain Corps Coordinator or his/her designee.

- ## **III. INVOLVEMENT OF OUTSIDE CLERGY.**
- When a Department employee or a family member belongs to the clergy and wishes to participate in a recruit graduation ceremony or other Department event, he or she may serve as "Honorary Clergy." An individual serving in this capacity may accompany the Department chaplain; however, the designated Department chaplain shall deliver the actual prayer/invocation. Only members of the Department's Chaplain Corps are authorized to provide prayer/invocation services at Department events.

AMENDMENTS: This Order amends Sections 2/590.08 and 2/590.09 and adds Sections 1/554.01 and 3/799.30 to the Department Manual.

AUDIT RESPONSIBILITY: The Chief of Support Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "D"

CHAPLAIN CORPS GUIDELINES for GENERAL PRAYER

A Department chaplain shall be used to give the prayer/invocation for all recruit graduation ceremonies, or any other Department event as requested, subject to availability.

Prior to representing the Department as a chaplain, each participant shall contact the Chief Police Psychologist, Behavioral Science Services, who serves as the Department Chaplain Corps Coordinator. Participants shall meet with the Chaplain Corps Coordinator or his/her designee and review and sign this form.

Only one meeting/signing is required per chaplain. In the interest of uniformity and efficiency, these meetings may be conducted as a group.

The guidelines for general prayer are as follows:

- ◆ General prayer/invocation is inclusive and non sectarian;
- ◆ General prayer/invocation uses wording and vocabulary that are not offensive to persons of different faiths; and,
- ◆ General prayer/invocation shall remain faithful to the principle of acknowledging divine presence and seeking blessing, and not be an opportunity to preach, testify or argue.

Prior to each Department event, the selected chaplain will contact the Chaplain Corps Coordinator or his/her designee to receive relevant information and direction regarding an upcoming event.

I have read the above guidelines and agree to adhere to them at Department functions.

Print Name: _____

Signature: _____ Date: _____